

DMB-504
REV. 5-87DEPARTMENT OF MANAGEMENT AND BUDGET
OFFICE SERVICES DIVISION
STATE RECORDS MANAGEMENT SERVICES
RECORDS CENTER

RETENTION AND DISPOSAL SCHEDULE

APPROVALS

(Signatures)

NO OBJECTION TO DISPOSAL AND/OR RETENTION AS SET
FORTH IN THIS SCHEDULE

FOR: DEPARTMENT		ASSISTANT ATTORNEY GENERAL	DATE
DEPARTMENT OF CIVIL SERVICE		<i>Robert Ambler</i>	12/15/95
DIVISION	DATE PREPARED	AUDITOR GENERAL	DATE
General Schedule # 4	10-11-95	<i>John S. S. S.</i>	2-20-96
THE RECORDS DESCRIBED HEREIN ARE DEEMED NECESSARY. (1) FOR THE CONTINUED EFFECTIVE OPERATION OF THIS AGENCY; (2) TO CONSTITUTE AN ADEQUATE AND PROPER RECORDING OF ITS ACTIVITIES; AND (3) TO PROTECT THE LEGAL RIGHTS OF THE GOVERNMENT OF THE STATE OF MICHIGAN AND OF THE PEOPLE. THE PROPOSED RETENTION AND DISPOSAL SCHEDULE MEETS THE ADMINISTRATIVE, LEGAL AND FISCAL REQUIREMENTS OF THIS AGENCY.		BUREAU OF HISTORY	DATE
		<i>Sandra J. Clark</i>	10/8/95
		STATE RECORDS CENTER	DATE
		<i>Robert S. S.</i>	2/21/96
SIGNED: AGENCY REPRESENTATIVE	TITLE	STATE ADMINISTRATIVE BOARD	DATE
<i>Martha Bibles</i>		APPROVED	3-5-96

ITEM NO.	TITLE AND DESCRIPTION	RETAIN AT AGENCY	RETAIN AT CENTER (YEARS)	TOTAL RETENTION (YEARS)	FOR USE BY APPROVING AGENCIES
	<p>General Schedule # 4</p> <p>This Retention and Disposal Schedule is to be used by the Executive Branch of State Government. The purpose of this document is to establish consistent retention and disposition practices for the standard types of documents found within the Official Personnel File for active employees. This schedule supersedes all previously approved retention periods for Personnel Files--Active Employees. Existing retention periods for Inactive Employee Personnel Files still apply in accordance to each agency's Retention and Disposal Schedule.</p>				

RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)

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ITEM NO.	TITLE AND DESCRIPTION	RETAIN AT AGENCY	RETAIN AT CENTER (YEARS)	TOTAL RETENTION (YEARS)	FOR USE BY APPROVING AGENCIES
	Standard Documentation Found in the Official Personnel File for Active Employees (See Legend Below For Detail on Retention Period Abbreviations)				
	A. Employment Eligibility Verification (I-9)	C	0	C	
	B. Oath of Office	C	0	C	
	C. Enrollment Application for Health, Vision, and Dental Care Plans (CS-1696)	C + P	0	C + P	
	D. Long Term Disability Plan Application (CS-1691)	C + P	0	C + P	
	E. Life Insurance and Accidental Duty Death Enrollment and Beneficiary Form (CS-1717)	A	0	A	
	F. Mutual of Omaha Group Accident Insurance Form (MC23747)	C + P	0	C + P	
	G. Notification by Employee/Retiree of Qualifying Event (CS-1498)	A	0	A	
	H. Electronic Funds Transfer Application for State Employees (A-885)	C + P	0	C + P	
	I. Union Membership Application and Authorization for Payroll Deduction	C	0	C	
	LEGEND				
	C = Retain only the most current/applicable versions of the form.				
	C + P = Retain the most current version plus one previous version of the form.				
	A = All versions of the form are maintained throughout employment history.				

RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)

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ITEM NO.	TITLE AND DESCRIPTION	RETAIN AT AGENCY	RETAIN AT CENTER (YEARS)	TOTAL RETENTION (YEARS)	FOR USE BY APPROVING AGENCIES
	J. Conflict of Interest and Disclosure	C	0	C	
	K. State Employees Combined Campaign Current Deduction	C	0	C	
	L. Application for Continuation of Insurance (CS-1499)	A	0	A	
	M. Payroll Deduction Reserved Parking Assignment	C	0	C	
	N. State of Michigan United States Savings Bond Payroll Saving (A-685)	C	0	C	
	O. Final Compensation Beneficiary Designation (CS-140)	C + P	0	C + P	
	P. Federal, State and Local Tax Withholding Forms	C + 6 yrs.	0	C + 6 yrs.	
	Q. Flexible Benefits Selection Form	C + P	0	C + P	
	R. Credit Union Payroll Deduction or Change of Payroll Deduction Forms	C	0	C	
	<u>LEGEND</u> C = Retain only the most current/applicable versions of the form. C + P = Retain the most current version plus one previous version of the form. A = All versions of the form are maintained throughout employment history.				